

**IMPORTANT INFORMATION REGARDING LEGAL NOTICES &  
PUBLIC NOTICES TO PROPERTY OWNERS**

PURSUANT TO GOVERNOR MURPHY'S EXECUTIVE ORDERS 107 AND 152 THAT RESTRICT PUBLIC GATHERINGS, THE BOROUGH OF LEONIA PLANNING BOARD MEETINGS ARE NOW HELD VIA REMOTE VIDEO CONFERENCE IN LIEU OF AN IN- PERSON MEETING. AS A RESULT, PLEASE CONTACT THE PLANNING BOARD SECRETARY, ADAM MYSZKA FOR THE REMOTE MEETING INFORMATION PRIOR TO THE REQUIRED NOTICE DEADLINES.

Adam Myszka  
[amyszka@leoniani.gov](mailto:amyszka@leoniani.gov)

201.592.5780 x265

Borough of Leonia  
Site Plan Application  
Leonia Planning Board  
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**Site Plan Application  
Leonía Planning Board  
Overview, Procedures, and Application Requirements**

**Overview**

The Leonia Planning Board, consisting of volunteer members appointed by the Mayor and Council, holds public hearings and makes decisions governing land use in the Borough of Leonia in accord with Municipal Land Use Law (Public Law 1975, c. 291, NJSA 40:55D-1 et seq.), and with the Land Development Ordinance of the Borough of Leonia. Copies of the Land Development Ordinance of the Borough of Leonia, the Leonia Master Plan (and the latest Master Plan Re-Examination), and the Leonia Zoning Map are all available from the Leonia Municipal Clerk's Office at the Leonia Municipal Building (312 Broad Avenue).

Site Plan approval is required for all construction or other land development in the Borough of Leonia, except for the construction or alteration of a single detached one-family house, or minor additions to other buildings (as defined in the Leonia Land Development Ordinance). If the applicant so chooses, he or she may apply for preliminary and final approval separately or concurrently. An initial determination by the Leonia Zoning Officer shall determine whether an application requires Planning Board or Planning Board approval. Site Plans for permitted and conditional uses, land subdivisions, and new signs generally require the approval of the Leonia Planning Board.

Applications, correspondence, plans, and all other communications to the Leonia Planning Board shall be submitted to the Leonia Zoning Officer:

Adam Myszka  
Zoning Officer  
312 Broad Avenue  
Borough of Leonia  
Leonía, New Jersey 07605  
Telephone No.: (201) 592-5780 x 255  
Fax No.: (201) 592-5746

### **Planning Board Procedures**

Applications shall be submitted to the Office of the Zoning Officer. Upon receipt of an application, the Zoning Officer will review the application for completeness. **Please note that as per the MLUL we have 45 days to deem an application complete.** Applicants shall be contacted by the *Zoning Officer* and informed that their applications are incomplete and the reasons for being incomplete, or, if the application is complete, applicants will be informed of their meeting date.

After the initial review and upon a determination of completeness, the Zoning Officer will schedule a hearing for the application at the earliest available agenda date. The applicant is required to send notifications to surrounding residents and place a public notice in the approved newspapers, and a Public Hearing is held by the Planning Board at the scheduled time and date. All decisions of the Planning Board are made in public hearings, held generally on the fourth Wednesday of each month. **To be heard in a given month, applicants must begin the application cycle at least four weeks or more before the public hearing.**

If approved by the Planning Board, an applicant for site plan approval will need a resolution passed by the Planning Board and typically a Developer's Agreement prior to the Building Department reviewing a Building Permit Application. For information regarding the Board Resolution and/or the Developer's Agreement, the Planning Board Attorney, Daniel Steinhagen (201-799-2128) should be consulted.

#### **Site Plan Review:**

See the "Site Plan and Subdivision Submissions" for the required material submissions, and application forms. A fee schedule is attached to this packet: Only applications containing the requested exhibits in the required quantities will be accepted by the Zoning Officer.

The Planning Board's Engineer, Drew Di Sessa (201-592-5780, ext. 266)), is available by appointment only to consult with applicants if; in the opinion of the Board's Engineer, a meeting is indicated. A telephone conference may also be arranged by appointment. The initial application must be submitted for review by the Zoning Office and the Board's Engineer four weeks before the Public Hearing date. No additional materials will be accepted by the Zoning Officer unless submitted ten calendar days before the Public Hearing. To speed the disposition of your case, please submit your application during the designated period.

At the Public Hearings, applications may be continued by the Board at the next scheduled meeting date. Unless requested by the Board, public notice is not required for an application continued to a new date, provided that, a public announcement is made at the initially scheduled meeting.

If an application is continued, revised plans will be accepted by the Zoning Officer until ten days prior to the Public Hearing. Substantive revisions submitted after that date, cannot be considered at the public hearing.

#### **Public Hearings:**

All decisions of the Planning Board are made at public hearings, held generally on the fourth Wednesday of each month or as otherwise shown on the Calendar. See last page.

Applicants placed on the agenda must give public notice of the hearing and give notice to all property owners within 200 feet of the property in question at least ten (10) days before the hearing date. The deadline for submitting advertising copy to the Bergen Record, or Star Ledger for publication in the appropriate issue is determined by the newspaper. The advertisement must be published ten days prior to the Public Hearing. A certified list of property owners requiring notice may be obtained from the Tax Office for a \$10 fee, with a check made payable to the Borough of Leonia. The tax office may be reached at 201-592-5780 x 226. Proof of publications and service should be filed with the Planning Board Secretary five (5) days prior to the Public Hearing.

Public hearings are held at 7:30 p.m. on the fourth Wednesday of the month (see Calendar) or as otherwise shown on the Calendar in the Leonia Public Library, 227 Fort Lee Road, Lower Level, unless otherwise noted. All applicants are entitled to be represented by Counsel.

The Planning Board may take the following actions on a site plan application:

- a. The Board may grant preliminary and final approval concurrently, if the applicant has so requested in the application form.
- b. The Board may grant preliminary approval, and state the conditions the applicant must meet for final approval. Applicants may submit plans for final approval at the start of any monthly cycle up to three years after preliminary approval.
- c. The Board may deny approval. Applicants who choose to reapply may submit a new application at the start of any monthly cycle.

Any applicant whose application has been approved at a public hearing is required to publish notice of the Planning Board's decision once the Resolution has been memorialized. The period of time in which an appeal of the decision may be made does not begin to run until publication.

#### CALENDAR

APPLICATION	Any time (available at The Building Depart.)
APPLICATION DEADLINE:	<b>20 Calendar days</b> prior to any Public Hearing
PUBLICATION AND NOTICE DEADLINE:	<b>10 Calendar days</b> prior to the Public Hearing
PROOF OF PUBLICATION AND SERVICE DUE:	<b>5 Calendar days</b> prior to the Public Hearing.
PUBLIC HEARING:	7:30 p.m. See Calendar

The applicant must publish both the Notice of Public Hearing and upon completion of the hearing, Notice of Decision.

### Submission Requirements

All materials must be submitted to Adam Myszka, Building Department, Borough of Leonia, 312 Broad Avenue, Leonia, New Jersey 07605. All fees are to be submitted to the Building Department. Fees are to be submitted by Check Only, Payable to the Borough of Leonia. All plans are to be **folded (not rolled) and collated**. Rolled plans shall be returned to the applicant and the application will not be complete.

See the "Site Plan Review Application Checklist" for the required material submissions. Only applications containing the requested exhibits in the required quantities will be accepted by the Zoning Officer.

See the checklist for drafting specifications. The Zoning Officer will review surveys and site plans for completeness in form and content. Applications whose surveys or site plans are found to be incomplete will not be considered by the Planning Board that month or in subsequent months, until all required information is provided at the start of a cycle. Complete applications are distributed to the Planning Board's members and to selected City Agencies for review of design.

### Site Plan Review

Submit a complete Site Plan Application (1 original, 24 copies) and Check List (1 original).

Submit 24 copies of a complete site plan of the proposed improvements. The submission should contain all information as listed on the check off sheet, as well as, information that was made part of any previous submission. The application should contain 24 copies of a topographic survey of existing conditions.

Submit any additional information as requested on previous reviews or at meetings, such as, traffic and parking studies, Environmental Impact Statements, or other studies or information.

A parking analysis shall be submitted with the application. The applicant shall list and show calculations for the proposed and required parking, and identify any variance that is needed. The applicant will find off-street parking requirements in the Municipal Land Use Ordinance of the Borough of Leonia.

A zoning analysis of the subject property and the improvements shall be submitted with the application. The applicant will find the Ordinance requirements as they relate to the zoning in the Land Development Ordinance of the Borough of Leonia.

Application Fees:

**MINOR SUBDIVISION:**

Minor Subdivision: \$500.

**PRELIMINARY MAJOR SUBDIVISION:**

Up to 1 acre: \$750.

Each additional acre or fraction thereof: \$200.

Final major subdivision: \$500.

**PRELIMINARY SITE PLAN:**

Residential uses: \$250

Per each dwelling unit: \$50.00

All other uses: \$350

Plus per 1,000 square feet of gross floor area: \$50.

**FINAL SITE PLAN:**

Residential uses: \$250.

Per each dwelling unit: \$50.

All other uses: \$350.

Plus per 1,000 square feet of gross floor area: \$50.

Amended site plan application: \$150.

In addition to the Fees above, a separate check for engineering, legal, and planning review will be required escrow fees as follows:

Check in the amount of \$300 for Minor Subdivision; or  
Check in the amount of \$800 for a Major Subdivision; or  
Check in the amount of \$1,300.00 for site plan approval.

In addition, as per Ordinance 250-8-5 additional escrow will be required for:  
Planner/Engineer and Traffic Consultant/Engineer in the amount determined by said professionals.

All checks will be deposited into an escrow account for the project. At the completion of the process, an applicant must submit a written request to the Planning Board Secretary for return of unused balances of escrow accounts for engineering, legal, and planning review. Application fees are non-refundable.

Public Notice:

Proof of Publication of the Notice of Public Hearing and the Affidavit of Service that property owners within 200 foot radius of the subject property were notified of the application.

Site Plan Application Public Hearing by Certified Mail, return requested. Proofs and Affidavit of Service shall be submitted five (5) working days prior to the meeting date.

General:

**All Plans shall be folded and sorted to create complete applications.**

The Land Development Ordinance may be purchased at the Office of the Borough Clerk.

Prior to any application submission the applicant shall discuss with the Zoning Officer, Adam Myszka, the application and permitted uses within the specific Zoning District.

Submit one original and 20 copies of the complete application to the Planning Board Secretary.

Adam Myszka  
Leonia Borough Hall  
312 Broad Avenue  
Leonia, New Jersey 07605  
(201) 592-5780

All fees and escrow checks to be made payable to the **Borough of Leonia**.

THE  
BOROUGH OF LEONIA  
LEONIA, N.J.

**APPLICATION FOR SITE PLAN APPROVAL**

Planning Board

Application No.: \_\_\_\_\_

Date Received: \_\_\_\_\_

(Above to be filled out by the

Borough of Leonia)

CHECK WHERE APPROPRIATE

a) Application is hereby made for

☐ Preliminary Site Plan Approval

☐ Final Site Plan Approval

☐ Conditional Use Approval

As herein described, and for the following relief in connection with Site Plan Review:

☐ Variance from strict application of zoning ordinance pursuant to N.J.S.A.40:55D-~ 70(c);  
Leonía Land Development Ordinance

☐ Other

b) Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

c) Present Owners of Land \_\_\_\_\_

Names \_\_\_\_\_ Addresses \_\_\_\_\_

d) Name of Development \_\_\_\_\_

Tax Assessment Map Designation: Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_ Zoning District \_\_\_\_\_

- e) If applicant is a Corporation, list names and addresses of the following officers:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

If applicant is a corporation or partnership, list names and address of all stockholders owning at least 10% of the outstanding stock of the corporation, or of all partners holding at least 10% interest in the partnership

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- g) Names, titles, address, and phone numbers of all Surveyors, Engineers, Architects, planners, or attorneys involved in the preparation of this application.

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- h) Do any protective covenants or deed restrictions exist? \_\_\_\_\_  
If so attach copy.

- i) State proposed use: \_\_\_\_\_

Check one: permitted use ( )

Conditional use ( )

Satisfaction of the requirements for conditional use approval should be demonstrated on the site plan.

Applicants for a variance in connection with site plan review should complete items demonstrated on the site plan.

- i) If applying for a variance, cite and briefly summarize the regulation from which relief is sought. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- k) Briefly describe the proposed variation. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- l) Why should the Planning Board grant the requested relief?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has there been any previous request for relief from the Planning Board or the Board of Adjustment involving these premises?

If so, date filed \_\_\_\_\_ Disposition \_\_\_\_\_

- m) Are there any existing violations of the Zoning Ordinance?

If so, describe \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I certify that all statements and information contained in this and all documents submitted as part of this application are true and accurate.

Signature of  
Applicant \_\_\_\_\_

Date \_\_\_\_\_

SITE PLAN REVIEW APPLICATION CHECKLIST

FOR PUBLIC HEARING SUBMISSION: PLEASE SUBMIT ONE (1) TYPE WRITTEN, SIGNED COPY ONLY

NAME OF PROJECT: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

TAX ASSESSMENT MAP DESIGNATION: BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

Use this checklist as a guide to the procedural requirements that must be met before the Planning Board will review a site plan application. Below are listed the submissions that constitute a site plan application, and the specifications of form and content for a properly drafted survey and site plan.

For the design criteria by which the Planning Board judges a site plan application, please refer to the Land Development Ordinance of the Borough of Leonia. The Ordinance may be purchased from the Leonia Borough Clerk. For a general description of and timetable for site plan review, see "Overview, Procedures, and Submission Requirements".

Please check the "Yes" box after items submitted, and the "Not Applicable" box after items not required.

	Yes	N/A
A: One (1) Typed and signed site plan application form and Twenty Four (24) copies	<input type="checkbox"/>	
B: Copy of covenants or deed restrictions	<input type="checkbox"/>	<input type="checkbox"/>
C: Fees: Site Plan/Subdivision Application	<input type="checkbox"/>	
Engineering, Legal, & Planning Escrow	<input type="checkbox"/>	
D: 2 copies of certified survey, drafted to the specifications listed below, and folded separately to a size no smaller than 10" x 14" with the title blocks showing	<input type="checkbox"/>	
E: 24 copies of the site plan, drafted to specifications listed below, and folded into separate packets not smaller than 10" x 14" with the title blocks showing.		

Yes      N/A

- F: 1 completed and clean copy of this checklist. ()
- G: \*Environmental Impact Statement, for residential developments of 100 units or more or non-residential developments with a gross aggregate floor area of 40,000 sq. ft. or more. Consult Planning Board Engineer for format. ()      ()

The following applications must be approved by the appropriate agencies before the Planning Board will grant site plan approval. To avoid delay submit the requirements of the Planning Board and other agencies concurrently.

- H: Bergen County Site Plan approval, for:
- a. Development within 100 feet of a County Road, or within 100 feet of a water course, or larger than one acre, that either requires off-site parking for 5 vehicles or more, or produces direct or indirect surface run off to a County road.
  - b. Any development abutting a County Road other than residential structures containing 4 or fewer units.

Applications, instructions and copies of the County Site and Plan Review Resolution are available from the Bergen County Planning Board, Hackensack, NJ 07601. ()      ()

- I: The New Jersey Soil Conservation District Soil Erosion and Sediment Control Plan Certification, for projects that will disturb more than 5,000 sf of surface area of land, except for the construction of a single, detached one-family house (Plan submittal is required — certification may be a condition of approval at the sole discretion of the Planning Board. ()      ()

In some instances, the approval of certain State agencies is required. Consult the Board Engineer (State Department of Transportation, Environmental Protection Agency etc.).

\_\_\_\_\_ ()

\_\_\_\_\_ ()

The two principal means of describing a project to the Planning Board are through the survey and the site plan. Almost all required information is to be conveyed, in either graphic or tabular form, on these two documents. Both must meet the specifications for form and content listed below. Please check the "Yes" box after items included in your survey or site plan, the "No" box if the item is missing, and the "Not Applicable" box if the item does not apply to your application.

	<u>Y</u>	<u>N</u>	<u>NA</u>
SURVEY certified by a licensed land surveyor	( )	( )	( )
<u>Title Block. Containing:</u>			
Name of project	( )	( )	( )
Name and address of owners or corporate officers	( )	( )	( )
Tax assessment map designation, by block & lot	( )	( )	( )
Street address	( )	( )	( )
Names, address, telephone numbers, seals, and signatures of the surveyors	( )	( )	( )
Date of survey and revisions	( )	( )	( )
Scale, 1 "20' or 1 "=10'	( )	( )	( )
<u>Graphic presentation of:</u>			
North arrow indication	( )	( )	( )
Lot lines	( )	( )	( )
Existing contours at intervals of 2 feet, or 1 foot for grades of less than 5%, referenced to a benchmark, and extending not less than 10 feet beyond the lot lines	( )	( )	( )
Geographic features, watercourses, marshes, rock outcrops, cliffs, ponds, wooded areas	( )	( )	( )
Location and identification of existing planting over 8" in diameter	( )	( )	( )

Borough of Leonia  
Site Plan Application

Y      N      N/A

Graphic presentation, continued:

Existing:

Setback lines ( )    ( )    ( )

Easements ( )    ( )    ( )

Areas dedicated to public use ( )    ( )    ( )

Location of existing buildings and structures, including walls,  
fences, culverts, and bridges ( )    ( )    ( )

Location of street center line, edge of pavement, curb openings  
and curb and gutter openings ( )    ( )    ( )

Location of existing utilities ( )    ( )    ( )

Location and size of existing sanitary lines, including  
pipe size ( )    ( )    ( )  
grades ( )    ( )    ( )  
direction of flow ( )    ( )    ( )

Location and size of existing storm drainage, including  
pipe size ( )    ( )    ( )  
grades ( )    ( )    ( )  
direction of flow ( )    ( )    ( )

Location of other existing drainage

Location of existing water lines, fire alarm boxes and hydrants ( )    ( )    ( )

SITE PLAN completed by a licensed architect, planner or engineer ( )    ( )    ( )

Title Block, containing:

Name of project ( )    ( )    ( )

Names and address of owners and corporate officers ( )    ( )    ( )

Tax assessment map designation by block and lot ( )    ( )    ( )

Street address ( )    ( )    ( )

Names, addresses, telephone numbers, seals, and signatures of  
Architects, Planners, or Engineers ( )    ( )    ( )

Borough of Leonia  
Site Plan Application

Y      N      N/A

Graphic Presentation. Continued:

Date of plan and revisions ( )    ( )    ( )

Scale of graphic presentation at 1"=20' or 1"= 10' matching survey ( )    ( )    ( )

Key Map, Containing:

Use Borough tax map

Scale, 1"=400' ( )    ( )    ( )

North arrow with same orientation as site plan and survey ( )    ( )    ( )

Property in question ( )    ( )    ( )

All properties within 200' identified by lot and block number ( )    ( )    ( )

The zoning districts applicable to those properties ( )    ( )    ( )

Location of all principal structures on those properties ( )    ( )    ( )

All water courses within 200' ( )    ( )    ( )

All drainage within 200', or within 500' for lots larger than 50,000 sq. ft. ( )    ( )    ( )

All driveway intersections with the public streets within 200' ( )    ( )    ( )

Tabular presentation of names and address of all property owners and principal uses of all properties within 200', keyed to key map ( )    ( )    ( )

Graphic presentation completely dimensioned containing:  
North arrow with same orientation as survey ( )    ( )    ( )

**TOPOGRAPHIC DATA**

Existing and proposed contours to survey specifications ( )    ( )    ( )

Proposed contour lines should be solid, and proposed spot elevations boxed. Existing contour lines should be broken and existing spot elevations unboxed. ( )    ( )    ( )

Geographic features to survey specifications ( )    ( )    ( )

Y      N      N/A

Graphic presentation continued:

**BUILDING STRUCTURES**

Preliminary architectural plans for proposed buildings and structures,  
and existing buildings and structures to be retained, including: ( ) ( ) ( )

Location ( ) ( ) ( )

Dimensions ( ) ( ) ( )

Typical floor plans ( ) ( ) ( )

All architectural elevations, with heights indicated, and surfacing  
materials and colors noted ( ) ( ) ( )

Pedestrian and vehicular entrances to buildings ( ) ( ) ( )

Grades and finished floor elevations ( ) ( ) ( )

Tabular presentation of:

Aggregate floor area ( ) ( ) ( )

Proposed uses ( ) ( ) ( )

Estimated number of employees, occupants, or users ( ) ( ) ( )

**ACCESS**

Means of vehicular and pedestrian access to site ( ) ( ) ( )

Sidewalks, walkways, driveways, and dropped curbs showing:

Location ( ) ( ) ( )

Dimensions ( ) ( ) ( )

Grading ( ) ( ) ( )

Typical detailed construction cross sections ( ) ( ) ( )

Proposed traffic channels ( ) ( ) ( )

Other means of controlling vehicles and pedestrians ( ) ( ) ( )

Y      N      N/A

Graphic presentation. continued:

**PARKING**

Location and dimensioned layout of:

Loading areas ( ) ( ) ( )

Parking areas ( ) ( ) ( )

Tabular presentation of:

Number of spaces required ( ) ( ) ( )

Calculations ( ) ( ) ( )

Number of spaces proposed ( ) ( ) ( )

**COVERAGE**

Total area of lot ( ) ( ) ( )

Area and % of property covered by buildings

Area and % of property covered by parking areas, walks,  
driveways and paved streets ( ) ( ) ( )

Area and % of property dedicated to green or recreational space ( ) ( ) ( )

**OUTDOOR ILLUMINATION**

Retained and proposed illumination including street lights showing:

Location ( ) ( ) ( )

Direction of illumination ( ) ( ) ( )

Type of fixture and mounting height ( ) ( ) ( )

Color of lights ( ) ( ) ( )

Power ( ) ( ) ( )

Hours of operation ( ) ( ) ( )

0.5 foot candle photometrics ( ) ( ) ( )

Y      N      N/A

Graphic presentation continued:

## **TREES AND SHRUBBERY**

Location and identification of retained and proposed planting      ( )      ( )      ( )

Tabular Presentation:

Planting schedule providing

Symbols keyed to plan      ( )      ( )      ( )

Quantity      ( )      ( )      ( )

Common names      ( )      ( )      ( )

Scientific names      ( )      ( )      ( )

Planting size      ( )      ( )      ( )

Root treatment      ( )      ( )      ( )

Mature growth size      ( )      ( )      ( )

## **OTHER SCREENING**

Retained and proposed non-vegetative screening showing:

Location      ( )      ( )      ( )

Dimensions      ( )      ( )      ( )

Materials and type of construction      ( )      ( )      ( )

Architectural elevations      ( )      ( )      ( )

Cross sections      ( )      ( )      ( )

## **UTILITIES**

Location of retained and proposed utilities, including adjacent overhead lines      ( )      ( )      ( )

Y      N      N/A

Graphic Presentation, Continued:

**STORM DRAINAGE**

Location and dimensions of retained and proposed drainage ( ) ( ) ( )

Tabular presentation of:

Kinds of surface area contributing to drainage calculations ( ) ( ) ( )

Design criteria used in calculations, as stipulated by the City Engineer ( ) ( ) ( )

Graphic presentation continued:

**SEWERAGE**

Location and size of retained and proposed sanitary sewer lines including:

Pipe size ( ) ( ) ( )

Grades ( ) ( ) ( )

Direction of flow ( ) ( )

**SANITATION**

Location and nature of retained and proposed facilities for garbage and refuse storage and removal ( ) ( ) ( )

**FIRE PROTECTION**

Location of retained and proposed water lines, valves, fire alarm boxes, hydrants and fire lanes ( ) ( ) ( )

**SIGNS**

Retained and proposed signs, including:

Sketch to scale with graphics and lettering ( ) ( ) ( )

Location, elevation, and dimensions ( ) ( ) ( )

Method of attachment ( ) ( ) ( )

Y   N   N/A

Graphic presentation, continued:

Illumination ( ) ( ) ( )

Colors

ADDITIONAL INFORMATION requested by the Planning Board

\_\_\_\_\_ ( ) ( ) ( )

\_\_\_\_\_ ( ) ( ) ( )

\_\_\_\_\_ ( ) ( ) ( )

In summary, a site plan should include the following elements:

- a: Title block
- b: Key map
- c: Ownership table
- e: Main graphic presentation e: Usage table
- f: Parking table
- g: Coverage table
- h: Planting schedule
- i: Lighting schedule
- j. Drainage table

NOTE: An application will not be deemed complete until all requirements, including any additional information requested by the Planning Board, are met.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING CHECKLIST

This list is provided as a guide to the Leonia Zoning Ordinance. Use it to check if your plan complies with the zoning regulations. The Borough Code can be accessed on the Leonia website. Go to Government and click on Municipal Code.

NAME OF DEVELOPMENT: \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_

I. USE: (See Zoning Ordinance for Categories)

Existing uses \_\_\_\_\_

Proposed uses

Principal \_\_\_\_\_

Accessory \_\_\_\_\_

Are proposed principal and accessory uses permitted? \_\_\_\_\_

conditional? \_\_\_\_\_ prohibited? \_\_\_\_\_

Have conditional uses been approved by the Planning Board? \_\_\_\_\_

Do accessory uses meet all conditions and limitations? \_\_\_\_\_

Zoning \_\_\_\_\_ Existing \_\_\_\_\_

Proposed \_\_\_\_\_ Standards \_\_\_\_\_

II. LOT SIZE: (See Zoning Ordinance for Requirements)

lot area \_\_\_\_\_

lot width \_\_\_\_\_

lot depth \_\_\_\_\_

Zoning \_\_\_\_\_ Existing \_\_\_\_\_

Proposed \_\_\_\_\_ Standards \_\_\_\_\_

III. YARDS AND PLANTING AREAS: (See Zoning Ordinance for Requirements)

front yard \_\_\_\_\_

side yards \_\_\_\_\_ a. \_\_\_\_\_ b. \_\_\_\_\_

rear yard \_\_\_\_\_

combined side yard width \_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ %

/total width

Are all buildings the required distance from buildings on adjacent properties \_\_\_\_\_

IV. ACCESSORY STRUCTURES:

existing accessory structures \_\_\_\_\_

proposed accessory structures \_\_\_\_\_

Do all accessory structures satisfy conditions and imitations? \_\_\_\_\_

Do all walls and fences meet standards of height, design and construction \_\_\_\_\_

\_\_\_\_\_

ground area of accessory buildings \_\_\_\_\_

**NOTICE OF PUBLIC HEARING**  
**PLANNING BOARD**  
Borough of Leonia

PLEASE TAKE NOTICE that the Planning Board of the Borough of Leonia will hold a public hearing on \_\_\_\_\_, 20\_\_\_\_, at 7:30 P.M. or as soon thereafter as the matter may be heard at Leonia Public Library, Lower Level, 227 Fort Lee Road, on the application of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ for \_\_\_\_\_  
[with variance(s)] for property at \_\_\_\_\_ Leonia, NJ.  
The property is otherwise known as Block \_\_\_\_\_, Lot (s) \_\_\_\_\_ on the current  
Tax Assessment Map of the Borough of Leonia.

The purpose of the application is for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of the application are on file in the Zoning Officer, Borough Hall, 312 Broad Ave., Leonia, New Jersey 07605, and are available there for public inspection.

Any party may appear in person or by agency or by Attorney.

\_\_\_\_\_  
APPLICANT

*Note to Applicant: The Record Newspaper, Hackensack, NJ, is the newspaper used for Public Notices. Secondary newspaper is the Star Ledger.*

*Applicant to fill in the blanks with appropriate information. The application is for Site Plan Approval, Sign Waiver Approval, or Subdivision Approval.*

BOROUGH OF LEONIA

PLANNING BOARD

TAX CERTIFICATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

CERTIFIED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20

DATE TAXES WERE PAID \_\_\_\_\_

\_\_\_\_\_  
TAX OFFICIAL

TAX

# BOROUGH OF LEONIA

## Application Addendum

### Campaign Disclosure Form As required By Leonia Ordinance 02-04

**Applicant Name:** \_\_\_\_\_

**Applicant Address :** \_\_\_\_\_

**List all reportable campaign contributions made pursuant to NJSA 19:44-1 et seq. in the last twelve (12) months on behalf of or to any candidate for public office, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee in or pertaining to the Borough of Leonia.**

<b>Contribution</b>	<b>Date of Contribution</b>	<b>Amount</b>

**I certify that the foregoing statements are true:** \_\_\_\_\_

**Signature**

\_\_\_\_\_  
**Date**

# BOROUGH REVIEWING AGENCIES

## **Borough Attorney:**

Daniel L Steinhagen, E.  
Beattie Padovano, LLC  
200 Market Street, Suite 401  
Montvale, New Jersey 07645  
DSteinhagen@beattielaw.com  
(201) 799-2128 | Mobile: (917) 751-9933

## **Borough Engineer**

Drew M. Di Sessa, PE, PP, CME  
Pennoni  
24 Commerce St, Suite 300 | Newark, NJ 07102  
Direct: +1 (973) 265-9759 | Mobile: +1 (732) 215-2235  
[www.pennoni.com](http://www.pennoni.com) | [DDiSessa@Pennoni.com](mailto:DDiSessa@Pennoni.com)

## **Planner**

H2M Associates, Inc  
Sanyogita Chavan, PP, AICP  
Professional Planner  
119 Cherry Hill Road, Suite 110, Parsippany, NJ 07054  
RConklin@h2m.com  
tel 862.207.5900 x2229 | direct 862-702-2919 | cell 609.937.4420 |  
fax 973.334.0507  
[h2m.com](http://h2m.com)

## **Traffic Engineer**

John R. Corak, PE  
STONEFIELD  
92 Park Avenue, Rutherford, NJ 07070  
T 201.340.4468 | M 269.492.4354 | F 201.340.4472  
[jcorak@stonefieldeng.com](mailto:jcorak@stonefieldeng.com) | [stonefieldeng.com](http://stonefieldeng.com)

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

# Borough of Leonia

## 200 Ft List Request

For Planning/Zoning Board

**\$10 Fee Required**

Property Owner Name \_\_\_\_\_

Contact Number \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Address \_\_\_\_\_

I am presenting an application to the Planning Board of Leonia and request:

- 1) Tax Certification (to confirm property taxes, etc are paid up to date)
- 2) 200 Ft List necessary for notification of application

I understand that if the application is not deemed complete and placed on the agenda within 3 months, a new tax certification and 200 ft list will be required. This is to maintain up to date information in the application, as well as an accurate notice to surrounding neighbors and properties. I will re-submit this request form, should that become necessary. \_\_\_\_\_ (initial)

☐ I am representing myself      ☐ I am represented by an attorney (info below)

Attorney Name \_\_\_\_\_

Attorney Address \_\_\_\_\_

Attorney Phone # \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

200 Ft Lists requests MUST be submitted at least 7 business days before they are needed!!

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(Official Use Only)

Date Request Filled \_\_\_\_\_ By \_\_\_\_\_ Form of Payment \_\_\_\_\_

## **LIST OF UTILITIES FOR THE BORO OF LEONIA**

BERGEN COUNTY PLANNING BOARD  
ONE BERGEN COUNTY PLAZA, 4<sup>TH</sup> FLOOR  
HACKENSACK, NJ 07601-7000

SUEZ  
461 FROM ROAD  
PARAMUS, NJ 07652

PSE&G  
MANAGER-CORPORATE PROPERTIES  
80 PARK PLAZA T6B  
NEWARK, NJ 07101

VERIZON COMMUNICATIONS  
540 BROAD STREET FLOOR 15  
NEWARK, NJ 07101

NEW YORK CENTRAL LINE LLC  
500 WATER STREET J-910  
JACKSONVILLE, FL 32202

NEW YORK CENTRAL LINE LLC  
2565 W 5TH STREET  
JACKSONVILLE, FL 32254  
904-359-1698

SUEZ  
REAL ESTATE DEPARTMENT  
200 OLD HOOK ROAD  
HARRINGTON PARK, NJ 07640

SPECTRUM  
200 ROOSEVELT PLACE  
PALISADES PARK, NJ 07650

NJ TURNPIKE AUTHORITY  
LAW DEPT  
PO BOX 5042  
581 MAIN STREET  
WOODBIDGE, NJ 07095

UNITED STATES ENVIRONMENTAL  
PROTECTION AGENCY  
RICHARD HO  
290 BROADWAY  
NEW YORK, NY 10007-1866

DEPARTMENT OF ENVIRONMENTAL  
PROTECTION  
PO BOX 432  
410 E STATE STREET  
TRENTON, NJ 08625

NJ DEPT OF TRANSPORTATION  
1035 PARKWAY AVENUE  
PO BOX 600  
TRENTON, NJ 08625

BERGEN COUNTY UTILITIES AUTH.  
DIRECTOR OF ENGINEERING  
PO BOX 9  
LITTLE FERRY, NJ 07643